



**BrightLife**  
**Enhancement Services**  
Holistic approach to healthcare

**STAFF ACKNOWLEDGEMENT for REASONABLE ACCOMMODATIONS**

- 1. Ask the employee if there is any way that the employer can assist the employee in the performance of the job tasks. No ADA acknowledgment is necessary at this point.**
- 2. Determine whether there is medical documentation or other reliable, objective information to conclude that the employee has a physical or mental condition that significantly impairs at least one major life function**
- 3. Unless there is an observable basis for concluding that the employee has an impairment that is affecting job performance do not inquire about the need for an accommodation.**
- 4. Be sure to have the employee sign a medical release form before requesting medical information.**
- 5. Have the medical provider indicate what major life activity(ies) is limited.**
- 6. Keep all medical information in a file that is separate from the employees personnel file.**
- 7. Indicate accurately in the job description which of the job functions are essential. (Non-essential job tasks may be reassigned to other employees for purposes of accommodations, not essential job functions). Write an updated job description, if necessary.**



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**8. Determine whether the accommodation creates an undue hardship for the employer.**

**9. Discuss possible accommodations with the employee, medical providers, the supervisors who have knowledge of the work site and the job, EAP, and vocational or rehabilitation counselor, as appropriate.**

**10. Consider union contract obligations regarding the filling of positions. Consider a waiver if necessary.**

**11. Determine whether the employee presently creates a direct threat to himself or others in the performance of the job tasks.**

**12. Document the direct threat by: Identifying the risk caused by the limitation; the potential, harm that could result; the medical or observable facts whereon the risk is based.**

**13. Identify and document the reasonable accommodation or the reason no accommodation is needed.**